

Weatherize Eastport Coordinator:

Do you want to help keep homes in Eastport warm this winter? Do you have a few hours a week to help coordinate a window insert build? Then this is the perfect role for you! Weatherize Eastport is a project that supports Eastport residents in weatherizing their homes through adding window inserts, installing heat pumps, or adding insulation.

NO EXPERIENCE IS NECESSARY! This is primarily a customer support position helping participants navigate the project. Preference may be given to applicants who are able to navigate a laptop computer. Applicants must have a valid driver's license.

This a temporary, part time position with an hourly rate of \$20; no benefits will be provided. This would begin immediately to conclude once all grant requirements have been met. Hours may vary but will range between 5-15 hours a week.

Interested candidates should submit a letter of interest to Paige Atkinson at Eastport City Hall, 22 Washington St, Eastport, Maine 04631. A complete job description can be found on the city website. The position will remain open until filled.

Responsibilities include:

- Volunteer recruitment (Insert Build specifically)
 - Confirm that all shifts customers have signed up to participate for the appropriate number of shifts
- Coordinate with approved contractors (Heat Pump and Insulation)

Requirements:

- Be available August 21st-30th to assist with Window Insert Build
- 5-15 hours per week leading up to Community Build, and up to 30 hours during the week of the build